



USAID
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ADS Chapter 413

Civil Service Appointments and Employment

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TABLE OF CONTENTS

[413.1](#) **[OVERVIEW](#) **[3](#)****

[413.2](#) **[PRIMARY RESPONSIBILITIES](#) **[3](#)****

[413.3](#) **[POLICY DIRECTIVES AND REQUIRED PROCEDURES](#) **[6](#)****

[413.3.1](#) **[USAID Appointments and Authorities](#) **[6](#)****

[413.3.1.1](#) [Competitive Appointments](#) [6](#)

[413.3.1.2](#) [Excepted Service and Noncompetitive Appointments](#) [7](#)

[413.3.1.3](#) [Senior Executive Service](#) [10](#)

[413.3.1.4](#) [Senior Level and Scientific or Professional Positions](#) [10](#)

[413.3.1.5](#) [Internships, Recent Graduates, and Fellowship Programs](#) [11](#)

[413.3.1.6](#) [Veterans’ Appointments](#) [12](#)

[413.3.1.7](#) [Other Hiring Flexibilities](#) [13](#)

[413.3.2](#) **[Appointment Requirements for Employment](#)..... **[14](#)****

[413.3.2.1](#) [Restrictions on the Employment of Relatives](#)..... [14](#)

[413.3.2.2](#) [Financial Disclosure](#)..... [14](#)

[413.3.2.3](#) [Effective Date of Appointment](#) [15](#)

[413.3.2.4](#) [Citizenship Requirement](#)..... [15](#)

[413.3.2.5](#) [Selective Service Registration](#) [15](#)

[413.3.2.6](#) [Age Requirements](#) [15](#)

[413.3.2.7](#) [Prohibition Against Political Recommendations](#)..... [16](#)

[413.3.2.8](#) [Security Clearance and Suitability Requirements](#) [16](#)

[413.3.2.9](#) [Tenure Groups](#)..... [16](#)

[413.3.2.10](#) [Work Schedule](#) [17](#)

[413.3.2.11](#) [Probationary Period and Trial Periods](#) [18](#)

[413.4](#) **[MANDATORY REFERENCES](#) **[18](#)****

[413.4.1](#) **[External Mandatory References](#) **[18](#)****

[413.4.2](#) **[Internal Mandatory References](#) **[19](#)****

[413.5](#) **[ADDITIONAL HELP](#) **[19](#)****

[413.6](#) **[DEFINITIONS](#) **[19](#)****

ADS 413 – Civil Service Appointments and Employment

413.1 OVERVIEW

Effective Date: 05/02/2024

This chapter outlines the policies and procedures for appointing and employing the Agency's U.S. Direct Hire (USDH) Civil Service (CS) employees. This chapter does not apply to Foreign Service (FS) appointments and employment. The objectives of this policy are to:

1. Provide for an open, systematic and equitable assignment system that assures that positions are filled with the best qualified individuals available and positions are filled according to merit system principles in accordance with Equal Employment Opportunity (EEO) laws and regulations;
2. Ensure that the Agency recruits qualified individuals from appropriate sources to achieve a workforce from all segments of society, and determine selection and advancement solely on the basis of relative ability, knowledge, and skills, after fair and open competition, which assures that all receive equal opportunity; and
3. Obtain and retain the best-qualified workforce available.

This policy applies to all CS positions within the Agency, regardless of whether the Agency fills them by competitive examination or noncompetitive appointment authority.

413.2 PRIMARY RESPONSIBILITIES

Effective Date: 05/02/2024

a. The **Assistant to the Administrator for the Office of Human Capital and Talent Management (AtA/HCTM)** is responsible for:

1. Overseeing and managing all personnel activities, from recruitment and workforce planning to policy development, assignments, evaluation, promotion, discipline, career development, and retirement policies and programs for USAID's CS employees;
2. Managing the Agency's CS recruitment and hiring processes, including identifying and attracting candidates for key positions and ensuring compliance with federal regulations; and
3. Overseeing human resources and talent management initiatives across the Agency by collaborating with Bureaus and Independent Offices (B/IOs) and external partners to identify and address talent gaps and develop strategies for building a diverse and inclusive workforce.

b. The **Office of Human Capital and Talent Management, Chief Human Capital Officer (HCTM/CHCO)** is responsible for:

1. Consulting with the Deputy Administrator for Management and Resources (DA-MR), AtA/HCTM, Assistant Administrator for the Bureau for Management (AA/M), and Assistant Administrators of B/IOs, or their designated representatives, on personnel staffing requirements;
2. Managing the human capital and talent management functions of the Agency;
3. Providing consultative, analytical, and strategic approaches to talent management at USAID; and
4. Partnering on Agency initiatives to improve organizational performance and staff productivity.

c. The Office of Human Capital and Talent Management, Center for Performance Excellence (HCTM/CPE), is responsible for:

1. Conducting recruitment, evaluation of qualifications, and appointment of all Senior Executive Service (SES), Senior Level (SL), and Scientific or Professional (ST) candidates;
2. Making final offers of appointment to SES, SL, ST, Presidential appointees requiring Senate confirmation (PAS), Presidential appointees not requiring Senate confirmation (PA), and political appointee Administratively Determined (AD) candidates after the completion of all pre-appointment requirements; and
3. Maintaining contact with the White House liaison for PAS, PA, AD, and non-career SES appointments and USAID/Washington (USAID/W) B/IOs to decide on current and future executive-level workforce requirements.

d. The Office of Human Capital and Talent Management, Human Capital Service Center (HCTM/HCSC), is responsible for:

1. Managing the overall vacancies, recruitment, and hiring processes and procedures for CS positions;
2. Ensuring compliance with legal and regulatory requirements and making changes to appointment and employment requirements, as new government-wide and USAID policies are issued; and
3. Providing the workforce with comprehensive guidance on the federal hiring process, hiring authorities, and workforce recruitment programs.

e. The Office of Human Capital and Talent Management, Workforce

Planning, Policy, and Systems Management Division (HCTM/PPSM) is responsible for:

1. Collecting, analyzing, and reporting human resources data and pertinent statistics to inform Agency recruitment and retention decisions;
2. Leading workforce planning processes to recommend appropriate CS allocations for B/IOs to the DA-MR;
3. Formulating and interpreting personnel policies and regulations related to USAID's personnel systems for CS employees; and
4. Acting as the principal advisor in developing and interpreting policy, legislative proposals, statutes, and regulatory issues affecting USAID personnel management systems.

f. The Bureau and Independent Office (B/IO) Administrative Management Services (AMS) Staff are responsible for:

1. Ensuring proper staffing of the B/IO in a timely manner and streamlining and improving the processes, systems, and policies for resource management to make them efficient;
2. Serving as a liaison between supervisors and HCTM by updating all involved parties on the resolution of recruitment matters; and
3. Notifying the Office of the General Counsel, Ethics and Administration Division (GC/EA) when an employee enters or leaves a financial disclosure filer position within their B/IO, or overseas post.

g. The Office of the General Counsel, Ethics and Administration Division (GC/EA) is responsible for:

1. Collecting and reviewing the statements of employment and financial interests (public and confidential financial disclosure forms) for conformity to applicable laws and regulations;
2. Identifying potential sources of conflicts of interest of an appointee's official duties and their private financial interests and affiliations; and
3. Advising on all matters related to this ADS chapter.

h. Supervisors are responsible for:

1. Reporting recruitment needs to HCTM through the AMS staff;

2. Partnering with Selection Officials to make management decisions regarding who is selected for placement in a position; and
3. Working with HCTM to select qualified candidates to fill vacant positions, subject to required clearances.

413.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

413.3.1.1 USAID Appointments and Authorities

Effective Date: 05/02/2024

The following sections provide the various appointments and authorities available to the USAID workforce.

413.3.1.2 Competitive Appointments

Effective Date: 05/02/2024

Competitive appointments refer to an appointment based on selection from a competitive examination register of eligibles or Merit Staffing Program (see [5 CFR 212.101](#)). Competitive examination may consist of a written test, an evaluation of the individual's education and experience, and/or an evaluation of other attributes necessary for successful performance in the vacant position. Examples of competitive appointments include career-conditional appointments, career appointments, and non-temporary appointments. This section lists the various authorities available to the USAID workforce when filling positions by competitive appointments.

a. Competitive Examination

Competitive examination is the traditional method for making appointments to competitive service positions and requires adherence to Title 5 competitive examination requirements. Job Opportunity Announcements (JOAs) for positions filled through the competitive examination process are open to the public (see [5 CFR 315](#), [5 CFR 332](#), and [5 CFR 337](#)).

b. Merit Promotion

Merit promotion allows a current or former federal employee only to compete with other competitive service employees for the position. The Merit Staffing Program governs the recruitment and placement of CS positions in General Schedule (GS) grades 01 through 15 in the competitive and excepted service. The Merit Staffing Program strives to fill positions with the best-qualified individuals by providing an open and systematic recruitment process. [ADS 418, Merit Staffing Program for Civil Service Employees](#) details USAID merit promotion policies and procedures (see [5 CFR 335](#)).

c. Term Employment

1. Four-Year Term Appointments

Term appointments may be authorized for more than one year but not to exceed four years where the need for an employee's services is temporary. Upon request, HCTM may extend appointments made for more than one year but less than four years up to the four-year limit in increments determined by HCTM. The vacancy announcement should state that the Agency has the option of extending a term appointment up to the four-year limit. Term appointments beyond the four-year limit require Office of Personnel Management (OPM) approval (see [5 CFR 316.301 et seq.](#)).

2. Ten-Year Term Appointments

Upon request, HCTM may authorize term appointments for more than one year but not more than ten years to positions in the following occupational series (see [5 CFR 316.301\(c\)](#)):

- Social Science Series, 0101;
- Economist Series, 0110;
- Psychology Series, 0180;
- Natural Resources Management and Biological Sciences Group (i.e., 0400 group);
- Medical, Hospital, Dental, and Public Health Group (i.e., 0600 group);
- Engineering and Architecture Group (i.e., 0800 group);
- Physical Science Group (i.e., 1300 group);
- Mathematical Sciences Group (i.e., 1500 group); and
- Information Technology Group (i.e., 2200 group).

Upon request, HCTM may extend an appointment made for more than one year but fewer than ten years up to the ten-year limit in increments determined by HCTM. The vacancy announcement must state that the Agency has the option of extending a term appointment under this section up to the ten-year limit. There are no exceptions to extend appointments beyond the ten-year limit.

d. Temporary Limited Appointment

A temporary limited appointment is authorized to fill a short-term position for up to one year. Temporary limited appointments follow competitive service procedures. Upon request, HCTM may extend the temporary limited appointment up to a maximum of one additional year (see [5 CFR 316.401 et seq.](#)).

413.3.1.3 Excepted Service and Noncompetitive Appointments

Effective Date: 05/02/2024

Appointments in the excepted service are CS appointments within the Federal Government which do not confer competitive status and are specifically excepted from the competitive service by or pursuant to statute, by the President, or by OPM, and are

not in the SES (see [5 USC 2103](#) and [5 CFR 213.101](#)).

Under certain hiring authorities, which are established by law or Executive Order, the supervisor may noncompetitively appoint eligible individuals to federal positions without competing with the general public (e.g., [5 CFR 315.601 et seq.](#)).

a. Political Appointments

Political appointees are individuals appointed to specific positions within USAID by the President or the head of the Agency. These positions are typically at the leadership or policymaking level and are subject to change with each new administration.

1. Presidential appointees requiring Senate confirmation (PAS); and Presidential appointees not requiring Senate confirmation (PA) authority come from [section 624 of the Foreign Assistance Act \(FAA\) of 1961](#).
2. Political appointees under AD authority come from [section 625 of the FAA, as amended](#) and [22 USC 2385 \(b\)](#).
3. Politically appointed non-career SES approved by OPM.

b. Schedule A Appointments

OPM authorizes government-wide use of the Schedule A authority to appoint specific position types, such as attorneys, chaplains, and physicians; when there is a critical hiring need; and to hire individuals with disabilities (see [5 CFR 213.3101 et seq.](#)).

In addition, OPM may authorize agency-specific Schedule A authorities. This allows the Agency to except certain positions from the competitive examination process when it is not feasible or not practical to use traditional competitive hiring procedures (e.g., Crisis Operations Staffing). Schedule A appointing authorities applicable to a single agency are not codified in the CFR, but OPM publishes a notice of agency-specific authorities established or revoked each month in the [Federal Register](#).

c. Schedule B Appointments

OPM authorizes the government-wide use of Schedule B appointments for positions which are not of a confidential or policy-determining character, and which are not in the SES, in which it is impracticable to hold an open competition or to apply the usual competitive service examining procedures. Candidates appointed under Schedule B authority must meet the basic qualification requirements established by OPM for the occupation and grade level. For example, developmental positions associated with the SES candidate development program are under Schedule B (see [5 CFR 213.3201 et seq.](#)).

OPM may authorize agency-specific Schedule B authorities to allow the Agency

to exclude certain positions from the competitive service examination process. Schedule B appointing authorities applicable to a single agency are not codified in the CFR, but OPM publishes a notice of agency-specific authorities established or revoked each month in the [Federal Register](#).

d. Noncompetitive Reinstatement of Former Federal Employees

The supervisor may appoint, by reinstatement to a competitive service position, a person who previously was employed under a career or career-conditional appointment (or equivalent) (see [5 CFR 315.401 et seq](#) and [5 CFR 335](#)).

e. Intergovernmental Personnel Act (IPA)

The IPA enables the temporary assignment of personnel between the Agency, state, local, and Indian tribal governments, institutions of higher education, and other eligible organizations. The IPA aims to provide the USAID workforce with a mechanism to enable strategic and convenient exchange of personnel between the Agency and IPA institutions to accomplish sound public purposes (see [5 CFR 334.101 et seq](#) and [ADS 437](#)).

f. Temporary, not Full-time - Critical Hiring Need

The supervisor may use 30-day emergency appointments to fill a critical hiring need as defined in [5 CFR 337.202\(c\)](#). The supervisor may extend these appointments for an additional 30 calendar days. This authority provides the flexibility to fill SL positions and GS-15 (or equivalent) level positions or below (see [5 CFR 213.3102\(i\)\(2\)](#)). The appointments may not be used to extend the service limit of any other appointing authority. The Agency may not employ the same individual under this authority for more than 60 days in any 12-month period.

g. Crisis Operations Staffing Schedule A Authority

On March 10, 2023, OPM granted USAID a Schedule A hiring authority to recruit and fill up to 350 positions for Crisis Operations Staffing needed to respond to urgent humanitarian, political, health, and other crises of significant U.S. foreign policy interest. The authority may be used for temporary or time limited positions at the GS-09 through 15 grade levels for positions in the GS-0130 Foreign Affairs series, GS-0089 Emergency Management series, and GS-0301 Miscellaneous and Program series or other positions directly related to responding to urgent humanitarian political, health, and other crises of significant U.S. foreign policy interest (see [Schedule A, 213.3168](#)).

h. Noncompetitive Hiring Authority for Certain Military Spouses

The noncompetitive hiring authority for certain military spouses authorizes the appointment of eligible military spouses without using traditional competitive service examinations. Eligible spouses may be appointed to permanent, term, or temporary positions under this authority. The purpose of this authority is to minimize disruptions in military families by streamlining the hiring of military spouses and allowing them to apply for a federal position without competing with

the general public (see [5 CFR 315.612](#)).

i. Returning Peace Corp and Americorps VISTA Volunteers

Returning Peace Corps and AmeriCorps VISTA volunteers are granted noncompetitive eligibility (NCE) for 12 months upon completing their volunteer service. However, the Agency may extend the period for two more years to a total of three years if the person, after the qualifying service, is:

1. In the military service;
2. Studying at a recognized institution of higher learning; or
3. In another activity which, in the Agency's view, warrants extension.

This NCE hiring mechanism allows these individuals to apply for federal positions without competing with the general public (see [5 CFR 315.605](#)).

j. Current and Former Peace Corps Federal Employees

Current and former Peace Corps federal employees can be noncompetitively appointed to competitive service positions within USAID. This authority allows Peace Corps federal employees to apply for federal positions without competing with the general public. To be eligible for an appointment, the current or former Peace Corps federal employees must have completed at least 36 months of continuous service without a break in service of three days or more in the Peace Corps at the time of the appointment (see [5 CFR 315.607](#)).

413.3.1.4 Senior Executive Service

Effective Date: 05/02/2024

The SES includes most managerial, supervisory, and policy positions classified above GS-15 or equivalent. The Agency must determine which of its positions must be established in the SES and must ensure that such positions are administered consistent with Title 5 Subchapter II of the U.S. Code, the guiding principles of the SES enumerated in 5 U.S.C. 3131, and OPM guidance (see [5 CFR 214.201 et seq](#), [5 CFR 317.201 et seq](#), and [ADS 423](#)).

413.3.1.5 Senior Level and Scientific or Professional Positions

Effective Date: 05/02/2024

SL and ST positions are non-executive positions, but due to the broad and complex nature of these positions warrant a classification above the GS-15 level.

a. Senior Level

Positions in the competitive service unless the specific vacant position is excepted from the competitive service under statute or regulations (see [5 CFR 319 et seq](#)).

b. Scientific or Professional

All ST positions are in the competitive service (see [5 CFR 319 et seq](#)); however, the supervisor may make appointments to ST positions without requiring them to go through the competitive service examination process.

413.3.1.6 Internships, Recent Graduates, and Fellowship Programs

Effective Date: 05/02/2024

USAID hires interns, recent graduates, and fellows into positions under various programs that provide valuable work experience and on-the-job training.

a. Internship Program

The Pathways Student Internship Program provides an opportunity for high school and college students to work with federal agencies and to gain valuable experience. The program provides students with paid opportunities to gain experience and explore federal careers while still in school. Participants who complete the internship may be eligible for conversion to a permanent position in the competitive service (see [5 CFR Part 362 Subpart B](#) and [ADS 460](#)).

b. Recent Graduates Program

The Pathways Recent Graduates Program is designed to attract and hire recent college graduates into the Federal Government. The program provides recent graduates with developmental federal workforce opportunities tailored to meet the Agency's needs. Eligible participants who complete the program may be eligible for conversion to a permanent position in the competitive service (see [5 CFR Part 362 Subpart C](#) and [ADS 460](#)).

c. Presidential Management Fellows Program (PMF)

The PMF Program is a two-year training and leadership development program for individuals with advanced degrees. OPM centrally administers the program. After successful program completion and job performance, the supervisor may convert the PMF to a permanent position in the competitive service (see [5 CFR Part 362 Subpart D](#) and [ADS 460](#)).

d. Post-Secondary Students Hiring Authority

The Post-Secondary Student Hiring Authority allows a supervisor to hire post-secondary students to a position in the competitive service up to the GS-11 grade level on a temporary or term basis to coincide with the student's academic curriculum and calendar. The supervisor may noncompetitively convert a post-secondary student to a permanent position, provided the employee has completed a course of study leading to the baccalaureate or graduate degree (or certificate, as appropriate) and has completed no less than 640 hours of current continuous employment (see [5 CFR 316.901 et seq](#)).

e. College Graduate Hiring Authority

The College Graduate Hiring Authority allows the supervisor to hire recent college graduates to fill professional and administrative positions in the

competitive service at the GS-11 grade level and below. To be eligible for this hiring authority, students must be recent graduates who have completed a bachelor's or graduate degree within the previous two years (see [5 CFR 315.614](#)).

f. Workforce Recruitment Program

The [Workforce Recruitment Program \(WRP\)](#) is a recruitment and referral program connecting USAID with highly motivated college students and recent graduates with disabilities. The program, administered by the Department of Labor, provides USAID with a pool of highly qualified candidates with the skills, knowledge, and abilities to address workforce needs. Appointments are made under the Schedule A appointing authority for individuals with disabilities (see [5 CFR 213.3102\(u\)](#)).

g. Fellowship Programs

The Fellowship Program is a government-wide excepted service hiring authority that may be used to hire fellows in the Agency. Fellowships are time-limited appointments of up to four years. USAID offers a variety of fellowship opportunities for students, recent graduates, or professionals who want to connect with the Agency's missions. The USAID careers website contains more information on [USAID fellowship programs](#) (see [5 CFR 213.3102\(r\)](#)).

413.3.1.7 Veterans' Appointments

Effective Date: 05/02/2024

USAID recognizes the importance of veterans and may use several different authorities to appoint veterans to positions within the Agency.

a. Veterans with a 30 Percent or More Disability

Veterans with a 30 percent or more disability rating may be noncompetitively appointed to a position (see [5 CFR 316.302\(b\)\(4\)](#) and [5 CFR 316.402\(b\)\(4\)](#)). The supervisor can use this authority to make temporary (not to exceed one year), term (more than one year, but not more than four), or permanent appointments in the competitive service.

b. Veterans Employment Opportunities Act of 1998

The [Veterans Employment Opportunities Act of 1998](#) (VEOA) allows eligible veterans to compete for certain positions announced under the Agency's merit promotion procedures. In VEOA appointments, preference eligibles and veterans are not given preference, but they are allowed to compete for job opportunities that are not offered to other external candidates. A VEOA eligible who is selected is given a career or career-conditional appointment. VEOA applies only when the Agency is filling a permanent, competitive service position and has decided to solicit candidates outside its workforce.

c. Veterans Recruitment Appointment (VRA)

The VRA is an excepted service authority which allows for the appointment of

eligible veterans without competition to positions through the GS-11 grade level or equivalent. After two years of satisfactory service, the supervisor may convert the employee to a career or career-conditional appointment in the competitive service (see [5 CFR 307.101 et seq](#)).

413.3.1.8 Other Hiring Flexibilities

Effective Date: 05/02/2024

At USAID, hiring flexibilities provide the workforce with an excellent opportunity to fill positions with well qualified candidates, while maintaining the Merit System Principles.

a. Direct-Hire Authority

The Direct-Hire Authority (DHA) hiring mechanism is an appointing authority OPM grants to agencies to fill positions quickly and easily. After posting the job announcement on USAJOBS, DHA allows the supervisor to hire any qualified applicant. A list of current Government Wide DHAs can be found on [OPM's website](#). In addition, OPM may authorize agency-specific DHA authorities (see [5 CFR 337.201 et seq](#)).

b. Interchange Agreements with Other Merit Systems

An interchange agreement with OPM gives certain federal employees in the excepted service the option to apply to merit promotion positions in the competitive service without competing with the general public. OPM publishes a list of Interchange Agreements that designates the groups of excepted service employees eligible for competitive service consideration (see [5 CFR 6.7](#)).

c. Competitive Service Act – Shared Certificates

The Act allows an appointing authority (i.e., the head of a Federal agency or department) to share a competitive certificate issued under delegated examining procedures with one or more appointing authorities (at different departments or agencies) to make an appointment to a position that is in the same occupational series, grade level (or equivalent), full performance level, and duty location during the 240-day period beginning on the date of issuance of the certificate of eligibles (see [5 CFR 330.104\(c\)](#) and [5 CFR 332.408](#)).

d. Appointment of Foreign Service Employees

Current and former FS employees may receive appointments to career or career-conditional CS positions, provided they meet the criteria determined by OPM. This type of appointment allows current and former FS employees to apply for competitive service without competing with the general public (see [5 CFR 315.606](#)).

e. Reemployment of Federal Annuitants (Retirees)

This is an authority to appoint or reinstate federal annuitants (retirees) to Agency positions without competing with the general public. Rehiring retired federal employees can benefit the Agency because it allows them to bring back experienced personnel with institutional knowledge and skills. It can also help

address workforce shortages in critical positions (see [5 CFR 553](#) and [5 CFR 837](#)).

f. Part-Time & Job Sharing

Job sharing is a form of part-time employment allowing the supervisor to fill one position with two or more part-time employees. At USAID's discretion and within available resources, each employee can work up to 32 hours per week (see [5 CFR 340](#) and [OPM Part-Time Employment and Job Sharing Guide](#)).

g. Experts and Consultants

A supervisor appoints experts and consultants to provide specialized advice and services to the Agency. These services include projects, policies, or operating functions when such advice and services are not readily available in the Agency. The duration of expert and consultant appointments is intermittent or temporary. The expert or consultant hired under this authority cannot perform managerial or supervisory work or make final decisions on substantive policies, or to otherwise function in the agency chain of command (e.g., to approve financial transactions, personnel actions, etc.) (see [5 CFR 304.101 et seq](#)).

413.3.2 Appointment Requirements for Employment

Effective Date: 05/02/2024

Appointment requirements refer to the specific procedures and documentation that is required for federal appointments (or a CS position). The Agency establishes these requirements to ensure compliance with legal and organizational standards.

413.3.2.1 Restrictions on the Employment of Relatives

Effective Date: 05/02/2024

USAID employees must adhere to all federal requirements regarding the employment of relatives, including the laws and rules on nepotism and conflicts of interest (see [5 CFR 310](#) and [5 USC 3110](#)). Employees are prohibited from hiring, promoting, or advocating for a relative for any position, except as provided by [5 CFR 310.102](#). Additionally, employees are prohibited from participating in any personnel actions involving their relatives, such as providing guidance or advice on hiring, promotion, or any other personnel-related matters.

413.3.2.2 Financial Disclosure

Effective Date: 05/02/2024

The Office of Government Ethics (OGE) requires certain employees to disclose their financial holdings and outside interests. The level and type of disclosure required depends on the grade and duties of the employee. Employees may be required to file either a public (OGE Form 278) or confidential (OGE Form 450) financial disclosure report. These reports are among the primary tools ethics personnel use to determine whether USAID employees are compliant with the ethics and standards of conduct provisions covering a particular position (see [ADS 109](#)).

413.3.2.3 Effective Date of Appointment

Effective Date: 05/02/2024

An appointment becomes effective on the date that the appointee enters on duty and is available to perform federal functions. Generally, HCTM establishes effective dates for appointments at USAID as follows:

- The effective date of an appointment is **Sunday** for individuals who served on a Federal Government appointment in the prior pay period.
- The effective date of an appointment is **Monday** for individuals who have no prior federal service or were not on a Federal Government appointment in the prior pay period.

NOTE: If Monday is a federal holiday, the effective date is **Tuesday** for individuals who have no prior federal service or were not on a federal appointment in the prior pay period. Please request HCTM approval prior to the appointment to establish an effective date outside of these parameters.

413.3.2.4 Citizenship Requirement

Effective Date: 05/02/2024

Individuals must be U.S. citizens or nationals in order to be appointed to a CS position (see [5 CFR 338](#)).

413.3.2.5 Selective Service Registration

Effective Date: 05/02/2024

Applicants born **after December 31, 1959**, who are or were required to register under the Military Selective Service Act, must provide proof of registration prior to being appointed to a Federal Government position (see [5 CFR 300.701 et seq](#)). Applicants must submit a signed statement of Selective Service certifying that the individual has registered, was exempt from registration, or could not register due to circumstances beyond their control.

413.3.2.6 Age Requirements

Effective Date: 05/02/2024

Minimum Age Requirements

Individuals who are CS appointees must be at least 18 years of age, except as provided below (see [5 CFR 551.601](#)).

- a. The minimum age is 16 years of age for:
 1. Non-high school graduates who have completed formal training programs designed to prepare them for gainful employment;

2. Individuals who have been out of school for at least three months beyond summer vacation;
 3. Individuals for whom school authorities have agreed, in writing, to permit their employment; and
 4. Students in secondary school working during a vacation break.
- b. For students in secondary school working a part-time job during the school year, provided:
1. School authorities agree to the student's work schedule;
 2. School authorities certify the student can maintain good academic standing;
 3. The student continues schooling on a satisfactory basis; and
 4. High school graduates under the age of 18 years.

Maximum Age Requirements

A maximum-age requirement may not be applied in either competitive or noncompetitive examinations for positions in the competitive service except as provided by [5 CFR 338.601](#).

413.3.2.7 Prohibition Against Political Recommendations

Effective Date: 05/02/2024

Individuals involved in examining or appointing an applicant in the competitive service are prohibited from receiving or considering a recommendation of the applicant by a Senator or Representative, except as to the character or residence of the applicant (see [5 USC 3303](#)).

413.3.2.8 Security Clearance and Suitability Requirements

Effective Date: 05/02/2024

Before making the appointment effective, candidates must meet USAID-established security clearance and suitability requirements, as prescribed in [ADS 566](#). The security clearance and suitability requirements for candidates are essential to the Agency's recruitment process. These requirements ensure USAID can maintain its high standards and protect sensitive information from unauthorized access or misuse.

413.3.2.9 Tenure Groups

Effective Date: 05/02/2024

Tenure groups are the categories in which competitive service and excepted service

employees are grouped for reinstatement (see [ADS 418](#)) and retention standing in a reduction in force (RIF) (see [5 CFR 351.501 et seq](#) and [ADS 452](#)). The groups are:

a. Tenure Group 1

1. Competitive service: Tenure group 1 includes employees serving under career appointments who either have completed an initial appointment probationary period or are not required to serve an initial appointment probationary period.
2. Excepted service: Tenure group 1 includes permanent employees under appointments with no restriction or condition, such as conditional, indefinite, specific time limitation, or trial period.

b. Tenure Group 2

1. Competitive service: Tenure group 2 includes employees serving under career-conditional appointments and under career appointments who are serving an initial appointment probationary period.
2. Excepted service: Tenure group 2 includes employees serving trial periods or equating to career-conditional tenure in the competitive service (excepted appointment-conditional).

c. Tenure Group 3

1. Competitive service: Tenure group 3 includes indefinite employees, employees under temporary appointments pending the establishment of registers, employees under term appointments, employees in status quo, and employees under any other non-status non-temporary appointments.
2. Excepted Service: Tenure group 3 includes employees with indefinite tenure or without specific time limitations, and serve under an appointment that is not potentially permanent or with an explicit time limitation of more than one year. Tenure group 3 also includes employees currently under appointments limited to one year or less and completing one year of current continuous employment.

d. Tenure Group 0 (No Tenure)

Employees not in tenure groups 1, 2, or 3 do not receive tenure.

413.3.2.10 Work Schedule

Effective Date: 05/02/2024

Based on the Agency's needs and the office requirements, when creating a position the supervisor must establish a work schedule, in consultation with HCTM, based on one of the following (see [ADS 479](#)):

a. Full-Time

Work schedule that requires employees to work a prearranged scheduled tour of duty of 80 hours per pay period.

b. Part-Time

Work schedule that requires employees to work a prearranged scheduled tour of duty for a specific number of hours, between 32 and 64 hours per pay period.

c. Intermittent

Work schedule that an employee works on an irregular basis for which there is no prearranged tour of duty.

413.3.2.11 Probationary Period and Trial Periods

Effective Date: 05/02/2024

a. Probationary Period

Employees hired into a competitive service position serving on an initial career or career-conditional appointment, generally, must serve a one-year probationary period (see [5 CFR 315.801 et seq](#) for exceptions). During the probationary period, the supervisor must work closely with the probationary employee, discussing work, identifying performance deficiencies, and offering guidance. A supervisor may recommend termination at any time during the probationary period (see [ADS 446](#)).

b. Trial Period

Employees newly hired into an excepted service position must serve a trial period. **Note:** A probationary period is for competitive service in the CS and a trial is for excepted service.

c. Supervisors

An individual appointed for the first time to a supervisory or managerial position must serve a supervisory or managerial probationary (competitive service position) or trial period (excepted service position).

d. Senior Executives

An individual appointed for the first time to a career SES position must serve a one-year probationary period (see [5 CFR 317.503](#) and [ADS 423](#)).

413.4 MANDATORY REFERENCES**413.4.1 External Mandatory References**

Effective Date: 05/02/2024

a. [5 CFR](#)

- b. [29 CFR 1614, Federal Sector Equal Employment Opportunity](#)
- c. [5 USC](#)

413.4.2 Internal Mandatory References
Effective Date: 05/02/2024

- a. [ADS 101, Agency Programs and Functions](#)
- b. [ADS 109, Ethics and Standards of Conduct](#)
- c. [ADS 418, Merit Staffing Program for Civil Service \(CS\) Employees](#)
- d. [ADS 423, Senior Executive Service](#)
- e. [ADS 437, Temporary Assignments under the Intergovernmental Personnel Act \(IPA\)](#)
- f. [ADS 452, Reduction in Force – Civil Service](#)
- g. [ADS 460, Pathways Programs](#)
- h. [ADS 462, Employee Evaluation Program, Civil Service](#)
- i. [ADS 476, Benefits](#)
- j. [ADS 479, Hours of Duty](#)

413.5 ADDITIONAL HELP
Effective Date: 05/02/2024

There are no additional help documents for this chapter.

413.6 DEFINITIONS
Effective Date: 05/02/2024

See the [ADS Glossary](#) for ADS terms and definitions.

Career Appointment

Competitive service permanent appointment given to an employee who has completed at least three years of total creditable service. (**Chapter 413**)

Career-conditional Appointment

Normally this is the first career-type of appointment and the appointee must complete a 1-year probationary period and a total of 3 years continuous creditable service to attain a career appointment. (**Chapter 413**)

Civil Service

Consists of all appointive positions managed by the Office of Personnel Management in the executive, judicial, and legislative branches of the Government of the United States, except positions in the uniformed services. **(Chapter 413)**

Competitive Service

All civilian positions in the Federal Government that are not specifically excepted from the civil service laws by or pursuant to statute, by the President, or by the OPM under Rule VI, and that are not in the Senior Executive Service. **(Chapter 413)**

Competitive Status

Basic eligibility for noncompetitive assignment to a competitive position. A person on a career or career-conditional appointment acquires competitive status upon satisfactory completion of a probationary period. It may also be granted by statute, Executive order, or the civil service rules without competitive examination. A person with competitive status may be promoted, transferred, reassigned, reinstated, or demoted without taking an open competitive examination, subject to the conditions prescribed by the Civil Service rules and regulations. **(Chapter 413)**

Consultants

One who serves in an advisory capacity to an officer or instrumentality of the government. **(Chapter 413)**

Direct-Hire Authority

Approved agency recruiting plans which expedite recruitment of persons for appointment to positions in shortage occupations. **(Chapter 413)**

Effective Date

The date on which a personnel action takes place and on which the employee's official assignment begins. **(Chapter 413)**

Entry on Duty (EOD) Date

The date on which a person completes the necessary paperwork and is sworn in as an employee. **(Chapter 413)**

Excepted Service

Civil service appointments within the Federal Government which do not confer competitive status. **(Chapter 413)**

Experts

A person who is specially qualified by education and experience to perform difficult and challenging tasks in a particular field beyond the usual range of achievement of competent persons in that field. An expert is regarded by other persons in the field as an authority or practitioner of unusual competence and skill in a professional, scientific, technical or other activity. **(Chapter 413)**

Fellowship

A professional development experience within a defined period of time for individuals with several years of full-time work experience or individuals accepted for enrollment or are enrolled in and seeking a degree on a full- or part-time basis in a qualifying educational institution. Fellowships often provide specialized experience and further training for a particular career path or field. **(Chapter 413)**

Full-Time Work Schedule

Work schedule that requires employees to work a prearranged scheduled tour of duty of 80 hours per pay period. **(Chapter 413)**

General Schedule

A schedule of annual rates of basic pay, consisting of 15 grades, designated "GS-1" through "GS-15". The General Schedule applies to professional, administrative, technical, and clerical positions in the federal government. **(Chapter 413)**

Intermittent Work Schedule

Work schedule that an employee works on an irregular basis for which there is no prearranged tour of duty. **(Chapter 413)**

Internships

An experiential learning opportunity within a defined time period for an individual who is accepted for enrollment or is enrolled in and seeking a degree (e.g., diploma, certificate) in an accredited educational institution, on a full or part-time basis (as defined by the educational institution in which the student is enrolled). This includes high schools, technical and vocational schools, 2- and 4-year colleges and universities, graduate and professional schools, certificate programs, and distance learning programs. **(Chapter 413)**

Job Sharing

Job sharing is a form of part-time employment in which the schedules of two part-time employees are arranged to cover the duties of a single full-time position. Job sharers are subject to the same personnel rules as other part-time employees. **(Chapter 413)**

Merit Promotion Program

The system under which agencies consider an employee for vacant positions on the basis of personal merit. Vacant positions are usually filled through competition with applicants being evaluated and ranked for the position on the basis of their experience, education, skills and performance record. **(Chapter 413)**

Merit System Principles

Nine basic standards governing the management of the Executive branch workforce. The principles are part of the Civil Service Reform Act of 1978 and can be found at 5 U.S.C. 2301(b). **(Chapter 413)**

Noncompetitive Action

A promotion, demotion, reassignment, transfer, reinstatement, or an appointment of an individual based on an authority specified in federal laws, statutes, and regulations. **(Chapter 413)**

Part-Time Work Schedule

Work schedule that requires employees to work a prearranged scheduled tour of duty for a specific number of hours, between 32 and 64 hours per pay period. **(Chapter 413)**

Personnel Action

The process necessary to appoint, separate, or make other personnel changes. **(Chapter 413)**

Probationary Period

The first year of service of an employee who is given a career or career-conditional appointment under 5 CFR part 315. During this period, the agency determines the fitness of the employee, and the employee has no appeal rights. **(Chapter 413)**

Prohibited Personnel Practices

Employment-related actions that are banned in the federal workforce because they violate the merit system through some form of employment discrimination, retaliation, improper hiring practices, or failure to adhere to laws, rules or regulations that directly concern the MSPs (5 U.S.C. 2302(b)). **(Chapter 413)**

Public Official

An employee or any other individual employed by USAID, who is vested the authority by law, rule, or regulation, or to whom the authority has been delegated, to appoint, employ, promote, or advance individuals, or to recommend individuals for appointment, employment, promotion, or advancement at USAID. **(Chapter 413)**

Qualifying Educational Institution

A public high school whose curriculum has been approved by a State or local governing body, a private school that provides secondary education as determined under State law, or a homeschool that is allowed to operate in a State; and any of the following educational institutions or curricula that have been accredited by an accrediting body recognized by the Secretary of Education: a technical or vocational school, a two- or four-year college or university, a graduate or professional school (e.g., law school or medical school), or a post-secondary homeschool curriculum. **(Chapter 413)**

Reemployed Annuitant

A person retired under the Civil Service or Federal Employees Retirement System whose annuity continues after he or she is reemployed by the Federal Government. **(Chapter 413)**

Reinstatement

Noncompetitive reemployment in the competitive service as a career or career-

conditional employee of a person formerly employed in the competitive service who had a competitive status or was serving probation when separated. (**Chapter 413**)

Relatives

An individual who is related to a public official as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, domestic partner, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister. (**Chapter 413**)

Scientific and Professional (ST)

Positions established to carry out research and development functions that require the services of specially qualified personnel. The research and development must be in the physical, biological, medical, or engineering sciences, or a closely related field. (**Chapter 413**)

Selection Official

An individual delegated the authority to make the management decision regarding who is selected for placement in a position. They are responsible for making a careful analysis of the qualifications of each candidate certified for a vacancy and judging which candidate on the referral list(s) could perform best in the job to be filled. (**Chapter 413**)

Senior Executive Service

Positions that are classified above GS-15 of the General Schedule or in level IV or V or the Executive Schedule or equivalent positions in which employees direct, monitor and manage the work of an organizational unit or exercise other executive functions. (**Chapter 413**)

Senior Level (SL)

Positions classified above the GS-15 level that are not covered by other pay systems (e.g. the SES and ST systems). (**Chapter 413**)

Temporary Appointment

An appointment made for a limited period of time and with a specific not-to-exceed (NTE) date determined by the authority under which the appointment is made. (**Chapter 413**)

Tenure

The period of time an employee may reasonably expect to serve under his or her current appointment. Tenure is governed by the type of appointment under which an employee is currently serving, without regard to whether the employee has competitive status or whether the employee's appointment is to a competitive service position or an excepted service position. (**Chapter 413**)

Tenure Groups

Categories of employees ranked in priority order for retention during reduction in force.

(Chapter 413)

Term Appointment

Appointment to a position that will last more than one year but not more than four or ten years and that is of a project nature where the job will terminate upon completion of the project. **(Chapter 413)**

Trial Period

The initial year or years of service of an employee who is given an excepted service appointment or first year of an employee given a term appointment. During this period, the agency determines the fitness of the employee, and the employee has no appeal rights. **(Chapter 413)**

Work Schedule

The time basis on which an employee is paid. A work schedule may be full-time, part-time, or intermittent. **(Chapter 413)**

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